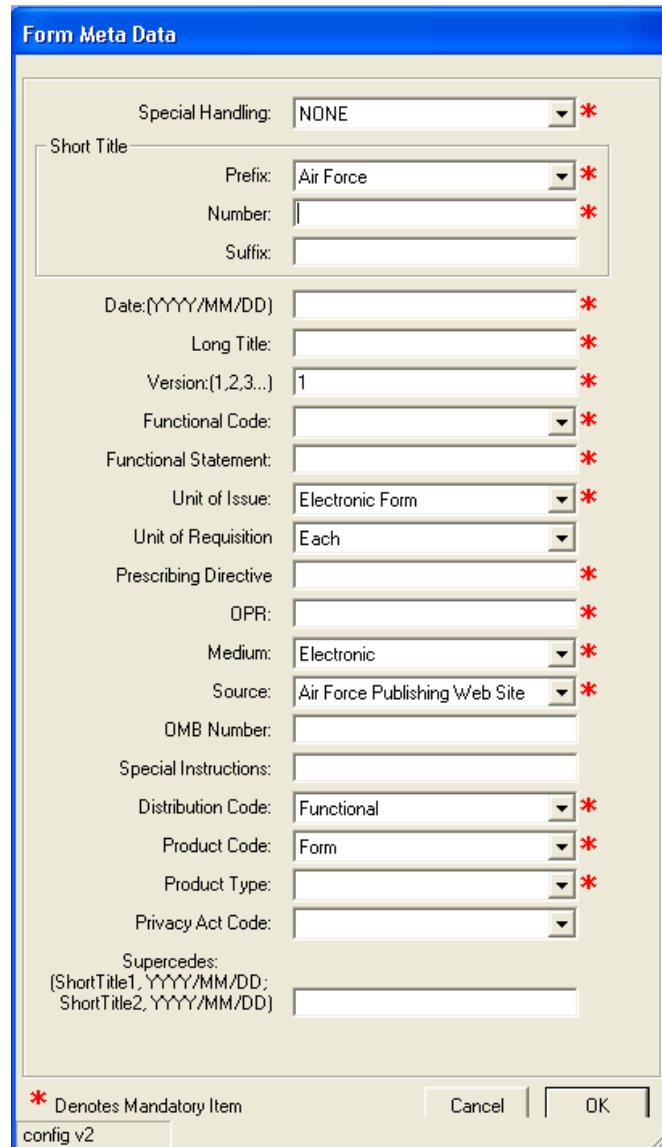


# Entering Metadata

Metadata is used to describe the administrative aspects of an IMT. The Metadata option becomes available on the Designer Tools menu after the appropriate files are loaded with the Designer application by the WGM.



The image shows a 'Form Meta Data' dialog box with a blue title bar. It contains various fields for entering metadata, many of which are marked with a red asterisk to indicate they are mandatory. The fields include:

- Special Handling: NONE (dropdown, mandatory)
- Short Title group:
  - Prefix: Air Force (dropdown, mandatory)
  - Number: (text field, mandatory)
  - Suffix: (text field)
- Date: (YYYY/MM/DD) (text field, mandatory)
- Long Title: (text field, mandatory)
- Version: (1,2,3...) (text field, mandatory)
- Functional Code: (dropdown, mandatory)
- Functional Statement: (text field, mandatory)
- Unit of Issue: Electronic Form (dropdown, mandatory)
- Unit of Requisition: Each (dropdown)
- Prescribing Directive: (text field, mandatory)
- OPR: (text field, mandatory)
- Medium: Electronic (dropdown, mandatory)
- Source: Air Force Publishing Web Site (dropdown, mandatory)
- OMB Number: (text field)
- Special Instructions: (text field)
- Distribution Code: Functional (dropdown, mandatory)
- Product Code: Form (dropdown, mandatory)
- Product Type: (dropdown, mandatory)
- Privacy Act Code: (dropdown)
- Supercedes: (ShortTitle1, YYYY/MM/DD; ShortTitle2, YYYY/MM/DD) (text field)

At the bottom, there is a legend: '\* Denotes Mandatory Item', and buttons for 'Cancel' and 'OK'. The text 'config v2' is visible in the bottom left corner.

1. In **Designer**, select **Tools...Metadata**.
2. Enter the metadata information.

**Note:** Entries marked with a red asterisk are required items.

3. Click **OK** when done.

**Note:** If you cannot find your MAJCOM under Prefix please notify the Customer Service Desk.